



CITY OF NORWALK  
Parks and Recreation  
1100 Chatham Ave  
Norwalk, IA 50211  
(515) 981-9206

## Summer Application for Employment

### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Position Applying For

Title: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Full-time \_\_\_\_\_ or Part-time \_\_\_\_\_ Date Available: \_\_\_\_\_

### Education

High School (Name, City, State): \_\_\_\_\_

Current Grade: 7 8 9 10 11 12 or Graduation Date: \_\_\_\_\_

Other (Name, City, State): \_\_\_\_\_

Area of Study: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Name and Date of Degree or Certification: \_\_\_\_\_

### For office use only:

Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Application meets or exceeds minimum qualifications:

Yes \_\_\_\_\_ No \_\_\_\_\_

Position Offered: \_\_\_\_\_

Offered by: \_\_\_\_\_

Position Accepted: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_

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## Employment Record

Have you ever been discharged or asked to resign from employment? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

Do you object to inquiry of your present employer in regard to your character, work record, qualifications, or abilities? \_\_\_\_\_

*If you answered yes to any of the above questions, please give a brief explanation on a separate sheet. A yes answer does not automatically disqualify you from employment.*

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### List below the positions you have held starting with your present or most recent employment:

Present or Last Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Last or present salary: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Full Time? \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Last or present salary: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Full Time? \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Last or present salary: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Full Time? \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_